

## ***Academic Integrity***

**Title of Module:** *Avoiding Plagiarism 2: Quoting, Paraphrasing, Summarizing*

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### **Video 1: *Quoting and Voice***

*Quoting, Paraphrasing, Summarizing (Table of Contents)*

Believe it or not, it's possible to accidentally commit plagiarism, even if you cite all your sources. In order to successfully blend source materials with your own voice and avoid accidental plagiarism, you need to master three distinct skills: quoting, paraphrasing, and summarizing. This video will help you understand the differences between them and practice how to do all three of these things well.

#### *Quoting*

Quotations are the exact words of an author, copied directly from a source, word for word. Punctuation, capitalization, and every word must all be exactly the same. Like paraphrase and summary, quotations must be cited! Use quotations when the author's words are so original or powerful that they can't be effectively paraphrased, to show that you are representing an author fairly, or whenever you want to share the author's exact words with your reader before analyzing them.

#### *How to Quote*

Even a short phrase or single word must be quoted and cited if it is unusual. However, common phrases do not need to be cited. For example, suppose you encounter this sentence: "In the

19th century, fairy tales were the nectar of the nursery.” If you use the word “nectar” or the phrase “the nectar of the nursery,” they must be put in quotation marks. However, you can use the common phrase “the 19th century” without attributing it to this author. Lastly, quotations must be attributed to the original author and the source that **you** used. For example, if you find a quote from a book on the internet and the website provides the citation for the book, you can’t just copy that citation. You also have to cite the website.

### *Quoting and Voice*

Your voice should dominate the paper, so quotations should be used sparingly. Find the quotes that pack the most punch. Also, to integrate a quotation into the grammar of your own sentence, you might sometimes need to make **minor** changes to tense or word form. In MLA style, you can indicate these changes with square brackets, or eliminate parts of the quote with ellipses. However, you should avoid making these kinds of changes as much as possible.

### **Video 2: Paraphrasing and Patch Writing**

#### *Paraphrasing*

Paraphrasing means putting an author’s thoughts in your own words so it matches your writing style. Like quotations and summary, paraphrased material must be cited! Paraphrasing can help you use your own voice more, demonstrate that you understand the material in a sophisticated way, and avoid overusing direct quotations.

#### *How to Paraphrase*

Paraphrasing is more than simply rewording! It must be almost entirely in your own words. You must come up with new synonyms and new phrases to convey the meaning of the original. Only technical terms and phrases in common use should be repeated. Any exact words that are retained from the source should have quotation marks. The sentence structure should be yours, not the same as in the source.

#### *Inadequate “Reordered Paraphrase”*

Most people know it’s plagiarism to use an idea without credit, but did you know that it is also plagiarism to take unique vocabulary or sentence structure from a source? Reproducing the style, language, or sentence structure of the original while presenting the text as a paraphrase constitutes plagiarism—even if you cite your source. For example, this paraphrase is guilty of plagiarism because the writer has used word-for-word phrases from the source, only slightly changing the order of ideas. This is called a “re-ordered paraphrase.”

#### *Inadequate “Translated Paraphrase”*

This paraphrase is guilty of plagiarism because the writer has kept the sentence structure of the original and simply substituted in synonyms for some of the words. It's as if it's been translated from English to English, so it's called a "translated paraphrase."

### *Examples of Effective Paraphrases*

By contrast, here are some effective paraphrases, which use both new sentence structure and new vocabulary to express the idea in a different voice. Also, each of these paraphrases uses a style that sounds different from the original.

### *Patch Writing/Mosaic Plagiarism*

Lastly, do not add your own ideas, interpretations, explanations, or assessments while paraphrasing. "Patch writing" or "mosaic plagiarism" refers to a lazy or careless combination of your own words with your source's while paraphrasing, especially in a way that confuses your reader about whose words and ideas are whose. According to the BU Academic Code of Conduct, that's a serious form of plagiarism!

## **Video 3: Summarizing and Tips**

### *Summarizing*

Summarizing means putting the main ideas of one or several writers into your own words, including only the main points. Summaries are significantly shorter than the original and take a broad overview of the source material. Use summaries to provide background information, to present the main ideas from one source, or to synthesize ideas from several sources. And remember, whether you're quoting, paraphrasing, or summarizing, you must always cite your source!

### *Tips for Avoiding Plagiarism: Careful Notes*

When reading sources and taking notes, be sure to indicate clearly for yourself when you are writing down your own ideas, when you're paraphrasing, and when you're copying exact words, phrases, or sentence structure from the original! As we've discussed, it's hard work to paraphrase adequately. So if you don't take the time to copy quotes *exactly*, that means your notes tend to end up full of patch writing, half you and half the source. When you come back and read those notes, you won't remember whose words and ideas are whose. Confusion in the notes is one of the top causes of unintentional plagiarism, but the penalties may be just the same as if you plagiarize on purpose.

### *Tips for Avoiding Plagiarism: Find Your Voice*

The bottom line is that you can't safely paraphrase or summarize a text unless you understand it well enough to put the ideas in your own words without looking at it. If you have to look, you'll end up "translating" or "reordering" it. Keep rereading it until you get it, and then try explaining it to a friend in your own words. If you can't understand it well enough to do that, you shouldn't use that source. Look at your paraphrase/summary and ask yourself the simple question: does this sound like me?

### **List of References:**

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